CITY OF SAINT LOUIS
OFFICE OF THE ASSESSOR

Francis Slay
MAYOR

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ASSESSOR

ROOM 120 CITY HALL
ST. LOUIS, MO 63103

REQUEST FOR INFORMATION (RFI)

SUBJECT: DIGITAL MAPPING SYSTEM FOR ASSESSOR'S OFFICE

DATE: DECEMBER 8, 2015

DUE DATE: JANUARY 8, 2016

The City of St. Louis Assessor's Office is interested in obtaining a Digital Mapping system in the future.

Please complete this form indicating how your system meets or exceeds the needs of the City as described in this document. You may attach any additional company information (brochures, literature, etc.) related to your system.

The contact for this RFI is Shawn T. Ordway, Deputy Assessor. His email is ordways@stlouis-mo.gov.

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Purpose of RFI

The City of St. Louis Assessor's office seeks to replace its manual, paper and ink/pencil mapping assessment mapping process with a digital mapping system based on ESRI's ArcGIS platform. The assessor's office currently maintains two sets of plat maps with over 6,600 plats in each set. The plat maps are hand drawn by traditional drafting standards. Some plat maps have been drawn in AutoCAD 2000, but the majority have not.

The City intends to purchase a new digital mapping system as soon as practicable within the City budget. The specific schedule, deliverables and roles and responsibilities between the City and the digital mapping system vendor during the implementation are yet to be determined. Vendors are encouraged to provide a "best practice" solution for the implementation of their software.

This RFI is issued as a means of technical discovery and information gathering. This RFI is for planning purposes only and should not be construed as a solicitation nor should it be construed as an obligation on the part of the City to make any purchases. This RFI should not be construed as a means to pre-qualify vendors. The City of St. Louis Assessor's office may utilize the results of the RFI in drafting a competitive solicitation (RFP) for the subject services/products/equipment. Any future contract that may be awarded must comply with City procurement requirements.

Based on the information provided by the respondents to this RFI, a determination will be made regarding any actual contracting through a procurement process which, at the City's option, could include but not be limited to: a formal bid process, using an existing City contract, procurement via Federal GSA contract(s), or a piggyback of a contract established as a result of the public bid of another public agency.

Participation in this RFI is voluntary and the City will not pay for the preparation of any information submitted by a respondent or for the City's use of that information.

Assessment Office Background

The City of St. Louis is located on the Eastern/Central border of Missouri along the Mississippi River and contains 61.91 acres of land. Since 1876, St. Louis has been an independent city, meaning it is not part of any county. St. Louis operates as both a city and a county. St. Louis is the only city in Missouri which operates its own "county" offices. St. Louis is a home rule city, but it is not a home rule county, thus county functions and offices are subject to state restrictions on county governments.

The City of St. Louis Assessor's office is staffed by 63 personnel. There are 24 employees in the Real Estate Department, 23 employees in the Personal Property Department, 11 employees in the Records/Mapping Department, and 5 employees in Administration.

In the Records/Mapping Department, there is a supervisor, 2 people who perform drafting, and 3 people who update ownership information involved in the mapping process.

As of January 1, 2015 there were 138,980 parcels in the City of St. Louis subject to valuation. The breakout of these parcels is as follows:

Residential Exempt	13,437
(Includes 9,220 vacant lots)	
Commercial Exempt	5,606
Total Exempt	19,043
Single Family Residential	68,389
Vacant Residential Lots	8,916
Residential condos	7,376
Multi-family	22,151
Mixed Use (Res portion)	1,554
Commercial	11,551
Total real estate parcels	138,980

Total number of plat maps maintained by the assessor's office: 2 sets of 6,632 = 13,264

Project Overview

The assessor's office seeks a new digital mapping system. While the City of St. Louis has a Geographic Information System (GIS), http://dynamic.stlouis-mo.gov/citydata/newdesign/index.cfm, the assessor's office is not currently part of that technology. The City has an existing GIS parcel data layer. It is not the City's intent to rebuild the existing GIS parcel data layer.

The assessor's paper plat maps are drawn by another department into AutoCAD, which is then sent to another department for conversion to ArcGIS for use in the GIS system. We are looking for a technology solution that will allow the base parcel map to be maintained and edited by the assessor and shared with the existing GIS department.

The City of St. Louis has 2015 – six (6) inch resolution aerial photography that is updated on a regular basis (historically every 2 years). The Recorder of Deeds office has scanned subdivision plats from 1982 – present. The City has digital scans of all 6,632 assessment plat maps. The assessor's CAMA real estate system is written in COBOL and runs on an IBM DB2 relational database.

For the past 3 years, the assessor's office has handled an average of 14,000 real estate transfers per year. In the same time frame, the City has handled from 200 to 500 split parcels per year and approximately 300 to 600 deleted parcels due to combinations per year.

The solution must streamline daily parcel editing tasks and avoid duplication of data entry. The digital mapping system should use parcel editing workflows that incorporate best practices in an integrated ArcGIS environment. The digital mapping system must be capable of integrating with Real Estate and Personal Property CAMA data.

Help and assistance must be available within the system or by service technicians without substantial delay.

Costs

Please list the cost(s) for implementation of the product/services and provide a detailed breakdown for the cost of hardware, software, services, training and support, and maintenance agreements. The costs must include a scenario utilizing ESRI Parcel Fabric, but may also include other solutions.

Please include estimated costs if your company has the ability to maintain the maps after the solution has been implemented.

Please provide an estimated timeline for payments as to how the costs will be billed throughout the project.

Your response should provide a schedule of any anticipated costs after the initial implementation to include annual maintenance fees, product update fees, customization fees, and training and support fees.

Please provide a copy of any standard associated license agreement and a copy of a template maintenance agreement as applicable.

Participation to RFI

All vendors confirming their participation should email a Letter of Interest to:

Shawn T. Ordway, Deputy Assessor
ordways@stlouis-mo.gov

RFI Schedule

Date	Activity
December 8, 2015	RFI made available
December 22, 2015	Deadline to submit questions/clarifications
December 31, 2015	Response to all questions
January 8, 2016	Deadline for receiving responses (all material)
January 11 – February 5th	Responses evaluated by Assessor's Office
February - April	Budget meetings to make decision to launch RFP

RFI Questions/Clarifications

All questions regarding this RFI should be emailed to:

Shawn T. Ordway, Deputy Assessor

ordways@stlouis-mo.gov

Questions can only be submitted in writing via email by December 22, 2015. Responses to inquiries and clarification questions will be provided electronically to all interested parties who have returned a Letter of Interest. All questions will be answered by December 31, 2015. To assist in the RFI response, St. Louis City GIS shapefiles can be downloaded at http://data.stlouis-mo.gov

RFI Submission

All responses to this RFI are due no later than 5:00 p.m. on January 8, 2016. Respondents should submit five (5) paper copies to the address below and one (1) electronic copy via email to ordways@stlouis-mo.gov . All responses must include on the first page the official name (if any) of the firm or entity submitting the response. Please consecutively number all pages of the response.

City of St. Louis Assessor's Office
Shawn T. Ordway, Deputy Assessor
1200 Market Street, Room 120
St. Louis, MO 63103

Liabilities of Agency

This RFI is only a request for information about potential products/services and no contractual obligation on behalf of the City of St. Louis Assessor's Office whatsoever shall arise from the RFI process.

This RFI does not commit the City of St. Louis Assessor's Office to pay any cost incurred in the preparation or submission of any response to the RFI.

RFI Ownership

All responses to the RFI will become the property of the City of St. Louis Assessor's office and will not be returned.

General Questions

1. Please identify and describe all software and hardware necessary to implement a solution to the proposed problem identified by this RFI.

2. Please describe similar projects that have been successfully completed and describe the critical success factors for such projects.

3. Please provide a description of your firm to include the number of professional staff by position, including length of service in your firm, length of service in the industry, and professional education credentials.

4. Describe any third-party relationships or dependencies that would be relied upon for the solution described in response to this RFI.

5. Is the solution an off-the-shelf product, or is it a customized product?

6. Will we be able to customize the system once installed; if so, are there costs to customization?

7. Please describe the printing features of the system.

8. Please describe your expected data conversion process.

9. Please discuss annotation and labelling and the consistency of map views at different scales (zoom in/zoom out).

10. Please discuss Polygon Feature Classes, Polyline Feature Classes and Annotation Feature Classes as they may relate to this project.

11. Please discuss Quality Control procedures that will be utilized for this project.

12. How will parcel maintenance be accomplished during the project?

13. Please provide a list of what training is offered, the duration and location of training, and what materials are provided at training. Indicate any cost of continuing training and support after the initial implementation, including annual user conferences.

14. For support services, please indicate the hours of operation, guaranteed response times, what location the support is provided from, whether or not product updates are included in cost of software, is there a helpdesk available, and how multiple installations of the product are supported.

15. What database platform does the solution support?

System Information Questions

	Information request	Yes/No	Comments
A.	Will the software solution utilize ESRI parcel fabric?		
B.	Does the software system run on top of ESRI software?		
C.	Is the solution web-based or does it need to be installed on each user's machine?		
D.	What operating systems will your system run on?		
E.	Will the system be built upon the North American 1983 (NAD83) datum?		
F.	Will the system be delivered in an ESRI SDE SQL Server geodatabase?		
G.	Will the solution integrate with the City's existing CAMA software system (1984, COBOL, DB2 relational database)?		
H.	Does the system provide for security levels for users?		
I.	Does the system have online software help?		
J.	Is there a limit of how many users can access the system simultaneously? If so, what is the limit?		

K.	Does the system allow updates without overwriting custom changes already made to the system?	
L.	Does the system track the date, time-stamp and user ID of each record when updated?	
M.	Will the system meet the mapping standards and guidelines of the State Tax Commission of Missouri?	
N.	Will the solution be able to incorporate the City's current parcel numbering system?	
O.	Does the solution support Microsoft's Hyper V virtualization environment?	